



Nebraska





Entered the Union: 1867
Population (est. 1994):
 1,623,000 Rank: 37/50
Land Area (square miles):
 76,898 Rank: 15/50

State Historical Records Coordinator:
 Andrea I. Paul, Associate Director, Library/Archives
 Nebraska State Historical Society
 1500 "R" Street, PO Box 82554
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ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1963 State Records Management Initiated: 1969 Archives Placement: Nebraska State Historical Society, Library/Archives Division Records Management Placement Secretary of State, Records Management Division	Total State Govt Expenditures: (1993): \$3,717,214 ,000 Total Budget, Archives (FY 1994): \$651,039 <small>See "Notes" section, below, for program elements included in budget and FTEs.</small> Percent of Total State Expenditures Allocated to Archives: (Records management not included) 0.018 % State Archives funding has been relatively stable over last 2 years.


STAFFING			
State Government FTEs (1992): 28,746		Number of Archives FTEs per 1000 State FTEs: 0.52	
Archives FTEs (1994):		Average earnings for all full-time state employees	
Total	15	(Oct. 1992):	\$26,220 per year
Archives	7	Salary ranges for entry level professionals	
Other	8	Archivist	\$25,688-35,963
Records Mgt	N/A	Records Analyst	N/A

HOLDINGS				
State Archives				Records Center
Paper records	Government	25,000	cu. ft.	Not reported.
	Nongovernment	12,000	cu. ft.	
Microfilm (total no. of rolls)		34,951	rolls	
Photographs		250,000	items	
Audio recordings		2,500	items	
Film and video		2,000,000	feet	
Books, other printed		80,000	items	



ACCESS TO RECORDS IN STATE ARCHIVES		
Reference services provided (FY 1994) Individual daily visits 8,635 Mail requests 4,600 Reference activity increased over last 2 years.	Arrangement and description activities (FY 1994) Records arranged and described N/A Descriptions of holdings are provided through: Networks: Nonelectronic finding aids available at State Archives describe 95% of the holdings at the record group and series level. Published finding aids produced by State Archives describe 20% of holdings at record group level	

cont.

Access to Records in State Archives, cont.	
Reference services, cont. Services provided for a fee: Answers in-state and out-of-state mail requests Faxes of documents or finding aids Typed certified copies or exemplifications Commercial use of documents/photos No fees have been initiated in last 2 years.	

FACILITIES		
State Archives Building	State Records Center	
Constructed: 1953 Renovated: 1995	Not reported.	
Total storage capacity: 25,000 cu. ft.		
Percent now occupied: 100%		
Already full to capacity		
Space utilization study underway		
An additional rental facility houses 60% of holdings.		
Existing environmental controls (ANSI standards):		
100% year-round temperature controls		
40% year-round humidity controls		
40% fire detection		
0% fire suppression		

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES	
Technical assistance provided by State Archives (FY 1994): No. of agencies served 21 (state agencies) 3 (local govt officials) 7 (nongovt repositories) No. of local government units (1992): 93 counties 842 school districts 534 municipalities 1,075 special districts 452 townships	Services by State Archives to state and local government agencies and nongovernment repositories: Consultation/advice State Archives has authority to accept original archival records from local governments

MICROGRAPHICS	PRESERVATION POLICIES AND SERVICES
 Microfilming activities by Records Management (FY 1994) Not reported Records management provides centralized micrographics services for state and local government agencies. State Archives has experienced redox problems. State Archives stores security microfilm for state and local government agencies.	 Preservation activities by State Archives (FY 1994) 282 volumes rebound State Archives does not have a written preservation plan, but does have a written disaster plan. State Historical Society plans to hire two full-time conservators in 1995. Nebraska has a statewide preservation plan administered by the Nebraska Documents Preservation Advisory Council in which the State Archives participates.

AUTOMATED APPLICATIONS**State Archives uses automated applications for the following:**

Finding aids	Word Perfect
Accessioning	Professional File, Fox Pro
Inventory control	Dbx 1, Fox Pro, Professional File
Correspondence	Word Perfect
Space management	Dbx 1, Professional File

Electronic Mail

State Archives staff can communicate within the agency and with other state government agencies through a government-wide (Profs) e-mail system.

NASIRE reports that government wide e-mail is available via mainframe WAN infrastructure; Internet e-mail also available.

ELECTRONIC RECORDS

State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1980 statute
Includes e-mail and electronic records.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records
provided, no time limits set.

Permanent paper standards
1991 Governor's executive order

Optical imaging standards
1992 guidelines

Admissibility of microfilm

1980 statute

Admissibility of optical images

1980 statute

Admissibility of electronic records

1980 statute

Theft/defacement of a public record

1980 statute

Replevin

1980 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

No activity reported.

Information Policy Coordination

No activity reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that several Nebraska organizations already run bulletin board services; Department of Labor has deployed kiosks.

NGA reports that a boards and commissions system allows the appointments officer and staff to record boards and commissions information as well as applicant and member information.

Nebraska Online (NEON)
telnet://neon@neon.nlc.state.ne.us:23/

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS**Newly remodeled Reference Room**

opened May 9, 1994

Marriage Records Microfilming Project

In partnership with the Genealogical Society of Utah, the State Archives began microfilming marriage records maintained by county clerks across the state.

Native American Film Retrospective and Archival Resources

Cosponsored "The Indian of the Imagination: A Film Retrospective and Reconsideration." In conjunction with this, presented a workshop on Native American resources.

SHRAB ACTIVITIES**SHRAB Reestablished**

In 1993, the Nebraska SHRAB was reestablished after several years of dormancy. Level I planning grant awarded for 1995-96. Historical records strategic plan will be the result.

FOR FURTHER INFORMATION**State Archives**

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Records Management

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Notes**Program elements included in Archives budget and FTE figures:**

Budget figures represent total budget for the Library/Archives Division of the Nebraska State Historical Society which, in addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), include library and other functions.

The Library/Archives budget also includes \$11,500 for rent of an off-site storage facility and income from reference service fees.

The Records Management Division did not respond to the survey, therefore its program statistics are not included in this profile.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Andrea I. Paul, Associate Director, Library/Archives, and Steve Wolz, Public Records Archivist, Nebraska State Historical Society 1500 "R" Street, PO Box 82554, Lincoln, NE 68501. Telephone: (402) 471-4785.

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* (May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.